

**POLICY - NON-REPRESENTED CLASSIFIED
EMPLOYEES SALARY/BENEFITS**

5331

SALARY BENEFITS, PAYMENTS

Employees required to use their own vehicle for District business shall be compensated at the prevailing mileage rate in the District.

In order to be eligible for the District's contribution toward insurance premiums, non-represented employees must work four (4) hours or more per day on a regularly scheduled basis and must work or be in paid status for a minimum of ten (10) days within a calendar month.

Employees working 1.0 FTE will receive the state allocated amount for health care per fulltime employee per month for mandatory and medical benefits. Employees assigned to positions of less than 1.0 FTE will be charged a pro-rated portion of the district costs for the approved benefit option in proportion to their FTE (e.g., a 0.75 FTE employee will be responsible for 25% of the District's cost for the approved benefit option; a 0.8 FTE employee will be responsible for 20% of the District's cost for the approved benefit option). For the purpose of calculating an employee's FTE for benefits, 1,440 is considered to be 1.0 FTE. All eligible employees are required to participate in the dental, vision, and life insurance plans; medical plan participation is optional.

Enrollment must be made during the open enrollment period or within thirty (30) days of hire date if outside the regular enrollment period.

The District is self-insured under the guidelines established by the Washington State Industrial Insurance. Employees injured on the job have the option to choose whether to use sick/vacation leave and/or benefits stipulated and provided by State Industrial Insurance.

Retirement

All employees meeting eligibility requirements are automatically members of the Washington State Employee's Retirement System and the Old Age Survivors Insurance.

Tax-Deferred Annuity Programs

Tax-deferred annuity programs are offered by the District to all personnel, provided the requested program is on the approved listing.

SALARIES

Salaries shall be paid on the last District work day of the month based on the 260 day work calendar in twelve (12) equal amounts based upon the annualized

hourly rate or salary. Salary changes shall be in accordance with State law and in conformity with SPI and the legislative regulations.

Salaries shall be paid as submitted by the employee and verified by the supervisor within District approved procedures and timelines. Falsification of hours shall constitute grounds for termination.

Errors of underpayment made by the District and reported by the employee prior to the succeeding month's cut-off date will be made on the next paycheck.

Errors in overpayment shall be deducted from the next or succeeding month's check(s).

Direct deposit of an employee's monthly wage/salary is made to participating banks, credit unions or other similar institutions. The employee is responsible for completing required paperwork within designated timelines.

Adopted:	March 17, 1986	North Thurston School District Board of Directors
Reviewed:	October 20, 2009	North Thurston School District Board of Directors
Amended:	February 2, 1987 February 18, 2009 October 18, 2016	North Thurston Public Schools Board of Directors